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ZONING REVIEW APPLICATION

DATE RECEIVED: _____ PROJECT #: _____ ZONING DISTRICT: _____

PROJECT INFORMATION

CURRENT USE: _____ PROPOSED USE: _____

PROJECT DESCRIPTION (Briefly describe the project below):

REVIEWS BY OTHER REGULATORY AUTHORITIES? ☐ NO ☐ IF YES, WHAT IS THE STATUS:

SITE INFORMATION

DESCRIBE THE CURRENT AND PAST USES, SITE, AND/OR STRUCTURE INFORMATION AS IT RELATES TO THIS APPLICATION:

ANY PRIOR SPECIAL PERMITS, VARIANCES, EASEMENTS, AND/OR SPECIAL RESTRICTIONS? ☐ NO ☐ IF YES, DESCRIBE BELOW:

DOES THE SITE CONTAIN A NONCONFORMING BUILDING, STRUCTURE OR USE? ☐ NO ☐ IF YES, DESCRIBE BELOW:

PROJECT PLANS SHOULD INCLUDE THE FOLLOWING SITE INFORMATION IN CURRENT AND PROPOSED CONDITIONS:

REQUIRED SUBMITTAL CHECKLIST (Check all being submitted)					
<input type="checkbox"/>	Lot Size	<input type="checkbox"/>	Front Setback	<input type="checkbox"/>	Lot Coverage
<input type="checkbox"/>	Lot Frontage	<input type="checkbox"/>	Side Setbacks	<input type="checkbox"/>	Open Space
<input type="checkbox"/>	Building Height	<input type="checkbox"/>	Rear Setback	<input type="checkbox"/>	Floor Area Ratio
<input type="checkbox"/>	Lot Area Per Unit	<input type="checkbox"/>	Number of Stories	<input type="checkbox"/>	Parking

(All plans MUST be signed, stamped, dated, drawn to scale, and clearly labeled. An inaccurate or incomplete application will NOT be accepted. As necessary, the additional information may be requested. Please review the reverse of this form for additional information.)

NOTE: This Application MUST be accompanied by a General Permit Application.

ZONING REVIEW APPLICATION INSTRUCTIONS

DEVELOPMENT REVIEW TEAM MEETING: A Development Review Team (DRT) meeting is required prior to submitting any land use permitting or review application. During a DRT, City staff from several departments meet with prospective applicants to evaluate new proposals. These meetings are held weekly on Wednesday mornings. Most people find these meetings to be an efficient way to learn about issues they may want to address early on to ensure a successful project. After the DRT meeting, you'll be given a checklist for the next step and handouts further explaining the review and approval process. **Inaccurate information or incomplete applications may delay the review of your project.**

APPLICATION SUBMISSION REQUIREMENTS: An application for zoning review will not be accepted by the Planning Department or Inspectional Services Department until it is determined to be complete. The items needed for a complete application are:

FORMS: A completed General Permit Application form and Zoning Review Application. The signature of the Owner of the property (or the Owner's legal representative) and the Applicant/Agent is **mandatory** on the General Permit Application. Please provide current contact information on the General Permit Application form to ensure City staff is able to contact the appropriate people regarding the project. On the Zoning Review Application, be sure to fill in all possible fields with accurate information to describe the project.

FEES: There is no fee for this type of land use application.

SUBMITTALS: Each zoning review application shall be accompanied by one copy of the following items:

1. Site Plan, As-Built Survey, Plot Plan
2. Structural Drawings (floor plans and elevations)
3. Supplemental worksheets:
 - a. Average Grade Plane Worksheet
 - b. Floor Area Ratio Worksheet
4. As necessary, copies of prior special permit, administrative site plan reviews or variance approvals
5. Other documents necessary to explain the project.

All plans should be submitted on 11" x 17" paper, unless otherwise requested or necessary.

DOCUMENT FORMAT: All information that is submitted as part of an application shall be submitted in the following formats:

1. One (1) electronic copy submitted on a CD in .pdf or another format approved by the City staff.
2. One (1) hard copy of the complete application packet, including completed forms.

APPLICATION REVIEW PROCESS: The Chief Zoning Code Official (CZCO) will review the proposal for compliance with the Newton Zoning Ordinance and will prepare a written report. Provided that all necessary information is provided by the applicant to describe the project, the CZCO will complete this review within 45 days. When the review is done, you'll be informed of the next step in the permitting process.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.